

City of Newport, Kentucky Job Posting

Assistant to the City Manager

Posted: **March 9, 2016 through April 1, 2016**

This is a full time position with a starting salary of \$72,500 including full benefits plus Kentucky Retirement Systems (CERS). Resumes and questions may be directed to Ms. Terry Fornash, Human Resources Coordinator, 998 Monmouth St., Newport, KY 41071, by phone to 859-655-6349, or via email to tfornash@newportky.gov. Deadline for submission of credentials is Friday, April 1, 2016.

OFFICE OF THE CITY MANAGER

ASSISTANT TO THE CITY MANAGER

CHARACTERISTICS OF THE POSITION: This is an administrative position that will assist the City Manager with the operations of City Government and involves the recruitment and retention and/or expansion of new and existing businesses within the City. The person in this position receives limited direction and supervision and reports directly to the City Manager.

ESSENTIAL FUNCTIONS:

- Responsible for overseeing the liaison functions, (ie. Ambassador Program, Recreation Commission, Citizen Boards, etc.);
- Will represent the City Manager at various meetings;
- Responsible for assisting the City Manager in labor negotiations;
- Responsible for reviewing and following through on citizen complaints;
- Responsible for preparing the City Newsletter on a semi-annual basis;
- Responsible for preparing an annual report on the activities of the City;
- Will work with the Community Services Director on a Comprehensive Plan to identify and fund an on-going street maintenance and replacement program;
- Responsible for performing an annual inspection on all City Facilities with the Community Services and Code Enforcement Directors;
- Will assist in the budget preparation;
- Responsible for the City Phone System;
- Represent the City at Southbank meetings;

- Responsible for preparing and monitoring a calendar of all City functions and meetings;
- Will assist in the formation of the meeting agendas;
- Responsible for reviewing of various policies and ordinances with the City Attorneys on an on-going basis and recommending changes as needed;
- Responsible for assisting the City Manager and the Department Heads in the formulations of annual goals and work plans;
- Responsible for conducting research at the direction of the City Manager;
- Will serve in the capacity of the City Manager in his absence;
- Responds to requests for information and works closely with businesses interested in locating in the City;
- Responds to requests for information and works closely with existing businesses that are interested in expanding their operations within the City;
- Develops and maintains a list of preferred types of businesses for various locations within the City;
- Prepares and maintains a comprehensive list of available buildings and sites suitable for commercial purposes within the City;
- Aggressively pursues businesses and/or developers that fit the desirable criteria and the available buildings and/or sites within the City;
- Develops business loans and incentive programs to be offered to prospective new businesses or existing business expansions;
- Works with other City employees as well as State and Federal employees to access various grants and/or loans to compliment and assist prospective developments and expansions;
- Works with consultants of all types in the preparation of various reports pertaining to business expansion and/or development;
- Coordinates and expedites information flow to businesses and/or developers regarding taxes, utilities, zoning, transportation, community services, financing tools, etc;
- Facilitates communications between businesses and/or developers and financial institutions, private investors and/or governmental agencies;
- Makes presentations to boards, commissions, civic groups and the general public;
- Makes progress reports to the City Manager on a regular basis;
- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner observing all safety rules and poses no significant risk to the health and safety of others.

ADDITIONAL JOB DUTIES:

- Performs additional duties as required.

DESIRABLE TRAINING AND EXPERIENCE:

- Must be a graduate from a four-year college or university with a minimum of a bachelors degree in public administration or urban planning, business, economics, marketing, finance or a related field and two years of related experience;
- Or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of business development;
- Working knowledge of municipal zoning regulations;
- Working knowledge of planning programs and processes;
- Working knowledge of construction/engineering terminology;
- Good negotiations skills;
- Ability to communicate effectively, orally and in writing with developers, architects, contractors, financial institutions and the general public.

NECESSARY SPECIAL REQUIREMENTS:

- Must be bondable.
- Possession of or ability to obtain a valid vehicle operator's license.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to communicate effectively and prepare reports requiring writing, reading, mental reasoning and interpretation;
- Ability to operate modern equipment using hands and fingers.
- Ability to lift up to 50 pounds as required;
- Work is typically performed in an office setting at a desk or table with intermittent standing or stooping;
- Outdoor work is required in the inspection of various land use developments and construction sites.